
Office of Campaign Finance

FY 2002 Proposed Operating Budget: \$1,388,063
 FY 2002 Proposed Capital Budget: \$0

The Office of Campaign Finance ensures public trust in the integrity of the election process and government services by regulating the financial disclosure process and conduct of political campaigns and candidates, lobbyists, public officials, and political committees, pursuant to the DC Campaign Finance Reform and Conflict of Interest Act, the DC Merit Personnel Act, and the Federal Ethics Reform Act.

The proposed FY 2002 operating budget is \$1,388,063, an increase of \$179,336, or 14.8 percent, over the FY 2001 approved budget.

Budget Summary

The proposed FY 2002 operating budget is \$1,388,063, an increase of \$179,336, or 14.8 percent, over the FY 2001 approved budget (table CJ0-1). The Office of Campaign Finance (OCF) receives 100 percent of its funding from local sources. There are 15 full-time equivalents (FTEs) supported by this budget.

Strategic Issues

- Improve public access to the disclosure of campaign finance activity by providing new mediums to deliver the information.
- Improve the timeliness of campaign finance regulations, information brochures, OCF forms, interpretive opinions, and investigative orders.

FY 2002 Initiatives

- Monitor the campaigns of candidates participating in the September 11, 2001, primary election for the offices of Mayor, chairman and

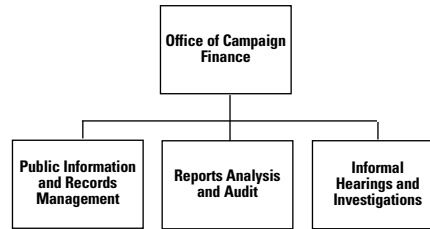
members of the Council, and U.S. senator and representative.

- Increase service delivery by monitoring and evaluating the electronic filing system introduced in FY 2001.
- Continue to monitor the effectiveness of the agency's Web site in delivering information from required filings, including summaries of reported financial information by candidates and political committees, as well as statistical analysis of reported data.

Agency Background

The OCF was established in 1974 by Public Law 93-376, the D.C. Campaign Finance Reform and Conflict of Interest Act, to regulate the financial disclosure process and the conduct of political campaigns and candidates, lobbyists, public officials, and political committees. The OCF is an independent agency that reports to the D.C. Board of Elections and Ethics.

Figure CJ0-1
Office of Campaign Finance



Programs

OCF (figure CJ0-1) carries out its mission through three major programs.

Records Management and Retention is responsible for forms management; data entry and imaging of thousands of document pages for the public record; releasing all reports for public inspection within 48 hours as statutorily mandated; and disseminating press releases and other media-related information.

Reports Analysis/Audit analyzes and reviews all financial and disclosure reports and documents submitted by candidates, political committees, constituent service programs, lobbyists, and statehood fund authorities. The program also conducts desk and field audits, reviews and analyzes the Financial Disclosure Statements of public officials, prepares and compiles statistical reports and summaries, provides technical assistance to required filers and the public, and conducts educational seminars.

Informal Hearings/Investigations conducts informal hearings and investigations of alleged violations of the Campaign Finance Act, and conducts ethics seminars. The general counsel performs legal research, including analysis of federal law to determine its applicability to the District. The program also promotes voluntary compliance for filings, registrations, and activity requirements mandated by the act.

Trend Data

Table CJ0-3 shows expenditure history for FY 1998-FY 2002.

Funding Summary

There is an increase of \$18,203 in personal services and a net increase of \$161,133 in nonpersonal services. The OCF receives 100 percent of its funding from local sources. The increase of \$18,203 in personal services is to align the agency's personal services budget with current authorized staffing levels. The net increase in nonpersonal services consists of a \$4,537 net decrease in fixed costs and a net increase of \$165,670 in other services and charges for equipment. The FY 2002 budget includes a \$2,046 decrease in fixed costs for management reform savings. Refer to the FY 2002 Operating Appendices (bound separately) for details.

Agency Goals and Performance Measures

Goal 1. Increase technological capabilities to improve delivery of services.

Citywide Strategic Priority Areas: Making government work; Enhancing unity of purpose and democracy

Manager: Jean Scott Diggs, Chief of Staff

Supervisor: Cecily E. Collier-Montgomery, Director

Measure 1.1: Percent of respondents that use the electronic filing system

	Fiscal Year				
	1999	2000	2001	2002	2003
Target	N/A	N/A	95	95	TBD
Actual	N/A	N/A	-	-	

Table CJ0-1

FY 2002 Proposed Operating Budget, by Comptroller Source Group

(dollars in thousands)

Office of Campaign Finance

	Actual FY 2000	Approved FY 2001	Proposed FY 2002	Change from FY 2001
Regular Pay - Cont. Full Time	706	779	797	18
Regular Pay - Other	22	10	10	0
Additional Gross Pay	8	4	4	0
Fringe Benefits	116	124	123	0
<i>Subtotal Personal Services (PS)</i>	<i>852</i>	<i>917</i>	<i>935</i>	<i>18</i>
Supplies and Materials	11	10	10	0
Utilities	31	30	26	-4
Communications	2	4	1	-3
Rentals - Land and Structures	0	16	19	2
Janitorial Services	0	0	15	15
Security Services	0	0	29	29
Other Services and Charges	58	62	345	283
Equipment and Equipment Rental	0	170	9	-161
<i>Subtotal Nonpersonal Services (NPS)</i>	<i>102</i>	<i>292</i>	<i>453</i>	<i>161</i>
Total Proposed Operating Budget	954	1,209	1,388	179

Table CJ0-2

FY 2002 Full-Time Equivalent Employment LevelsOffice of Campaign Finance

	Actual FY 2000	Approved FY 2001	Proposed FY 2002	Change from FY 2001
Continuing full time	15.5	15	15	0
Total FTEs	15.5	15	15	0

Table CJ0-3

FY 2002 Proposed Operating Budget, by Revenue Type

(dollars in thousands)

Office of Campaign Finance

	Actual FY 1998	Actual FY 1999	Actual FY 2000	Approved FY 2001	Proposed FY 2002
Local	764	885	954	1,209	1,388
Gross Funds	764	885	954	1,209	1,388

Measure 1.2: Percent of campaign finance forms, brochures, regulations, calendars, interpretative opinions, and summary reports of filings that are available on the office's Internet home page

	Fiscal Year				
	1999	2000	2001	2002	2003
Target	N/A	N/A	95	95	TBD
Actual	N/A	N/A	-	-	-

Goal 2. Issue timely, reliable guidance to the regulated community to enhance compliance with the D.C. Campaign Finance Act.

Citywide Strategic Priority Area: Making government work

Manager: Jean Scott Diggs, Chief of Staff

Supervisor: Cecily E. Collier-Montgomery, Director

Measure 2.1: Percent of written requests concerning the application of the D.C. Campaign Finance Act to a specific or general activity or transaction that receive an interpretative opinion within the targeted timeframe of thirty days upon receipt of request

	Fiscal Year				
	1999	2000	2001	2002	2003
Target	100	100	100	100	100
Actual	100	100	-	-	-

Goal 3. Ensure full and complete disclosure of information required by the D.C. Campaign Finance Act.

Citywide Strategic Priority Areas: Making government work

Manager: Richard Mathis, Supervisory Auditor

Supervisor: Cecily E. Collier-Montgomery, Director

Measure 3.1: Percent of all financial disclosure records filed for compliance with the requirements of the D.C. Campaign Finance Act and Standard Operating Procedures that are reviewed, evaluated, and analyzed before the next filing deadline (deadlines vary)

	Fiscal Year				
	1999	2000	2001	2002	2003
Target	100	100	100	100	TBD
Actual	80	85	-	-	-

Measure 3.2: Percent of field audits completed on selected committees based on desk audit findings, investigations and special requests

	Fiscal Year				
	1999	2000	2001	2002	2003
Target	100	100	100	100	TBD
Actual	100	100	-	-	-

Measure 3.3: Percent of statistical reports and summaries of desk reviews, evaluations, analysis and field audits conducted on various filing entities disseminated within targeted timeframes (times vary)

	Fiscal Year				
	1999	2000	2001	2002	2003
Target	100	100	100	100	TBD
Actual	100	100	-	-	-

Goal 4. Investigate and adjudicate matters concerning alleged violations of the D.C. Campaign Finance Act in a timely manner.

Citywide Strategic Priority Area: Making government work

Manager: Kathy S. Williams, General Counsel

Supervisor: Cecily E. Collier-Montgomery, Director

Measure 4.1: Percent of complaints of alleged violations of the D.C. Campaign Finance Act that are investigated, addressed in hearings, and resolved within the statutory timeframe of ninety days

	Fiscal Year				
	1999	2000	2001	2002	2003
Target	100	100	100	100	TBD
Actual	100	100	-	-	-

Goal 5. Promulgate regulations governing the conduct of the regulated community.

Citywide Strategic Priority Area: Making government work

Manager: Kathy S. Williams, General Counsel

Supervisor: Cecily E. Collier-Montgomery, Director

Measure 5.1: Percent of regulations amended annually (when needed) and new rules drafted to be consistent with changes in legislation and administrative policy

	Fiscal Year				
	1999	2000	2001	2002	2003
Target	100	100	100	100	TBD
Actual	100	100	-	-	-

Goal 6. Increase public awareness of the requirements of the D.C. Campaign Finance Act.

Citywide Strategic Priority Areas: Making government work; Enhancing unity of purpose and democracy

Manager: Michael Simpson, Public Affairs Specialist

Supervisor: Cecily E. Collier-Montgomery, Director

Measure 6.1: Percent of all financial reports, organization and candidate registration statements, lobbyist reports, financial disclosure statements, and other documents processed and maintained in an accurate and current record to ensure timely availability to the public

	Fiscal Year				
	1999	2000	2001	2002	2003
Target	100	100	100	100	TBD
Actual	100	100	-	-	-

Measure 6.2: Percent of listings of financial and other disclosure information required for submission by May 15 and publication by June 15 in the D.C. Register by the D.C. Office of Documents developed and compiled

	Fiscal Year				
	1999	2000	2001	2002	2003
Target	100	100	100	100	TBD
Actual	100	100	-	-	-

Measure 6.3: Percent of District Government agency heads that help produce an accurate and current filing of persons required to file Financial Disclosure Statements (FDS)

	Fiscal Year				
	1999	2000	2001	2002	2003
Target	95	95	95	95	TBD
Actual	95	95	-	-	-